

# Plaquemines Parish

## COMMISSION MEMBERS:

Leonard Cable  
Earl Sino  
Monica V. Wertz  
Reid B. McLellan

## CIVIL SERVICE COMMISSION

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## Director

Reshell R. Lambert

**Date: January 25, 2021**

**LEONARD CABLE, CHAIRPERSON  
EARL SINO, VICE-CHAIRPERSON  
MONICA V. WERTZ, COMMISSIONER,  
REID B. MCLELLAN, COMMISSIONER**

A Public Meeting of the Plaquemines Parish Civil Service Commission will be held, as follows:

**DATE OF MEETING: Tuesday, January 26, 2021  
TIME: 2:00 P.M.**

**PLACE OF MEETING: 333 F. Edward Hebert Blvd.  
Building 600, Conference Room  
Belle Chasse, Louisiana 70037**

**PLEASE NOTE:** The public will be allowed to attend the meeting; however, in accordance to Governor John Bel Edwards' Proclamation, 209 JBE 2020, **Section 2(E), no more than 25% of the conference room** may be used. It is also noted that this number includes Civil Service Commissioners and staff members and the 6-foot social distancing shall be enforced.

**Everyone entering the Conference Room will be subject to temperature checks. Also, per Proclamation 89 JBE 2020 masks are required to be worn at all times.**

### **AGENDA:**

#### **PUBLIC MEETING: NEW BUSINESS:**

Item #1: Swearing in of new Commissioner:

- A. University of Holy Cross – Dr. Louise S. Kaltenbaugh per ARTICLE X Section 4 (d)

Item #2: Approval of the minutes.

- A. From the meeting held on July 29, 2020

Item #3: Election of Officers:

- A. Chairperson  
B. Vice-Chairperson

Item #4: Request from Director of Administration, Crystal Taylor, to discuss the following:

- Job Descriptions – mainly the requirements components, and/or, and the educational requirements
- Entry Rates
- Salary Study

#### **OLD BUSINESS:**

Item #5: Request from Parish President Administration to have Civil Service perform a complete and extensive review of all classified positions and the current Civil Service Pay Plan and Classification Schedule.

**EXECUTIVE SESSION:**

Item #6: Discussion of request from Director of Administration, Crystal Taylor, to discuss the Job Descriptions-requirement components, Entry Rates and Salary Study.

**PUBLIC MEETING:**

Item #7: Decision on Item #5 request from Director of Administration, Crystal Taylor, to discuss the Minimum Education Acceptable Qualifications Required from the Archer Job Descriptions outlined.

**ADJORNMENT:**

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Reshell R. Lambert  
Secretary

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Leonard Cable  
Chairperson